

COMSEWOGUE PUBLIC LIBRARY
COLLECTION DEVELOPMENT POLICY

The Comsewogue Public Library provides resources which represent, insofar as possible, all points of view on current and historical topics. Selection of library materials is based on knowledge of the community, the existing collection and its use, and the library's budget. The Library makes available, in a wide variety of formats, resources that inform, educate, entertain and enrich.

Responsibility for Selection

The responsibility for the selection of resources rests with the Library Director who operates within the framework of policies determined by the Library Board of Trustees. The Director may delegate this responsibility to staff members who are qualified through education, training and experience.

Criteria for Selection

Resource selection is made from recognized review sources, standard and generally accepted lists, and recommendations for consideration from patrons and staff.

Criteria for Selection include:

- Appropriateness of subject, writing or artistic style and reading level
- Availability and accessibility of the same materials from another library
- Current appeal and popular demand
- Importance of the subject to the collection
- Professional reviews
- Relevance to community needs
- Reputation of the author, artist, publisher or producer
- Scarcity of material on the subject
- Suitability of format and /or technical characteristics, such as physical quality and durability
- Value of material in relation to cost

Gifts and Donations

Donations must meet the same selection criteria as materials purchased for the collection.

Collection Maintenance

The Library's collection is maintained through a continual process of withdrawal and replacement. Withdrawn resources may be sent to the Suffolk Cooperative Library System, recycled, discarded or offered to another non-profit organization.

Criteria for discarding and/or replacing include:

Accessibility from another library

Availability of updated, newer or revised materials

Circulation or usage

Condition of the item

Cost

Historical value

Item's place in a series

Possible future usefulness

Relationship to the collection as a whole

Scarcity of material

Reviewed and Board Approved 9/21/10